

JOB TITLE: Jail Identification Technician
EMPLOYEE:
VRC: Kyle Pletz

DOT #: 209.367-026
CLAIM #



KING COUNTY ON SITE JOB ANALYSIS

JOB TITLE Jail Identification Technician

JOB CLASSIFICATION Jail Identification Technician

DOT TITLE Fingerprint Clerk I (government ser.)

DOT NUMBER 209.367-026

DEPARTMENT Sheriff

DIVISION Technical Services

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 23

JOB STATUS

Full Time, Career Service (Civil Service).

ADDRESS OF WORKSITE

King County Correctional Facility (KCCF)
500 5th Avenue
Seattle, WA 98104
Regional Justice Center (RJC)
620 West James Street
Kent, WA 98032
and
Youth Services Center (YSC)
1211 East Alder Street
Seattle, WA 98122

CONTACT'S NAME Theresa May / Brad Ridgeway

CONTACT'S PHONE 206-205-7701 / 206-205-8595

EMPLOYER JOB TITLE Jail Identification Supervisor.

DATE COMPLETED 01/08/02

VRC NAME Jeff Casem

DATE REVISED 7/23/08

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WORK HOURS

The employee works 40 hours per week. Will be required to work different shifts based upon business demand. The body of work is performed 24 hours a day, 365 days a year.

OVERTIME

Required on a rare occasion with little or no notice. Voluntary overtime is available 8-16 hours per week.

Fair Labor Standards Act, Non-Exempt (hourly).

JOB DESCRIPTION

Roll inked or Live Scan fingerprints on 100% of the inmates booked into King County Jails on cards or submitted electronically for the County, State and Federal Jurisdictions. Take palm prints on inmates for the Latent Lab database. Take Major Case Prints for violent offenders and forward to the Latent Lab for analysis. Take photographs of all inmates. Compare fingerprints as required. Obtain DNA samples and forward to the Washington State Patrol Crime Lab. Process crime scenes for property crimes. Testify as an expert witness in courts of law. In the Regional Justice Center, there are 1-3 staff per shift and in the King County Correctional Facility, there are 2-6 staff per shift. The fingerprint process per inmate takes 10 minutes with the entire process taking up to 20 minutes each. At KCCF and RJC the staff each fingerprints 20-45 inmates per shift. Paperwork involves 9-13 pieces per each inmate.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using common sense and good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Must have valid WA state driver's license. Ability to work cooperatively with two departments and chains of command. Ability to understand and use technical, fingerprint, law enforcement and legal terminology. Ability to maintain confidentiality of work information and restrict the release of any information to unauthorized personnel. Ability to establish and maintain effective working relationships with co-workers, law enforcement agencies and the general public. The employee must be at least 18 years of age, successfully complete a pre-employment physical examination and written test and successfully complete a

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background check (including a polygraph examination) prior to employment. The employee must successfully complete fingerprint comparison training, pass the HENRY test (fingerprint pattern classification) and complete fingerprint quality testing upon completion of the probationary period. Must have the ability to control potentially hostile inmates.

ESSENTIAL FUNCTIONS Listed in order of importance

1. Obtains clear classifiable inked or live scanned fingerprints and palm prints on 100% of the inmates booked into the King County Jail while maintaining proper security and safety.
2. Obtains major case prints on all violent offenders to insure that the Latent Lab receives quality prints.
3. Photographs all inmates into a sophisticated CRIMES Video Imaging system.
4. Obtains uncontaminated DNA samples.
5. Resolves any questionable identity problems for other agencies as well as Sheriff's Office and Department of Adult and Juvenile Detention.
6. Properly processes property crime scenes.
7. Maintains statistical data and information on all inmates processed utilizing a computer database.
8. Updates training and information on procedural changes, new technology and networking systems.
9. Operates all office equipment and use all supplies needed for fingerprinting to include copier, fax, phone, printer, computer, shredder and time clock.
10. Uses professional judgment to work with and evaluate psychological and physical status of inmates who may be hostile, dangerous, verbally abusive, have serious mental health or communicable diseases; evaluates the reliability of information received from inmate; performs high repetition tasks and multi-tasking; works in a confined area.
11. Disinfects, cleans, labels, stores or disposes of all contaminated surfaces or objects.
12. Uses professional judgment and constant vigilance in working with a diverse population of inmates who may pose a safety or security risk for the employees or other inmates.
13. Motivates uncooperative, violent or mentally ill inmates to work cooperatively in obtaining fingerprints.
14. Compares current inmate characteristics with database and updates database accordingly.
15. Assists other agencies over the phone in documenting and analyzing Live Scan problems. Makes a complete record of the issues and then decides to call for technical support when warranted.
16. Analyzes available information, researches pertinent information in computer systems for a possible match and coordinates appropriate factors with supporting units.
17. Testifies in court regarding the fingerprint process.
18. Drives a County vehicle with an automatic transmission.

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NON-ESSENTIAL FUNCTIONS

1. Interprets and/or assists inmates in completing forms who have difficulties in writing and understanding the English language when needed by any King County Police Agencies.
2. Inventories, orders and replenishes stock.

TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED

Eye protection, respiratory mask, high-risk gloves, computer, telephone, fax machine, copy machine, paper shredder, ink, live scan fingerprinting machine, ink roller, digital camera, various cleaning products, printer, County vehicle and biohazard suits.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rare = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

This job is classified as

Light

Standing

Frequently on tile or concrete floor with anti-fatigue mats for up to 12 minutes at a time for up to 5 hours total in a work shift. Most commonly occurs while completing computer work, printing inmates and taking pictures.

Walking

Continuously on flat linoleum and cement surfaces for distances of up to 300 feet for up to 5 minutes at a time for up to 5.5 hours total in a work shift. Most commonly occurs while walking between the fingerprint room, inmate housing units and work release locations.

Sitting

Continuously on an office chair or stool with back support for up to 2 hours at a time for up to 6.5 hours total in a work shift. Most commonly occurs while waiting for inmates to print during slow times. The employee can alternate sitting and standing as needed when waiting to print inmates.

Bending/Stooping

Rare on flat linoleum and cement surfaces for up to 30 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while stocking lower shelves and cabinets. The employee can reduce bending/stooping by alternating with kneeling or crouching.

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Kneeling

Rare on flat linoleum and cement surfaces for up to 30 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while stocking lower shelves and cabinets. The employee can reduce kneeling by alternating with bending/stooping or crouching.

Crouching

Rare on flat linoleum and cement surfaces for up to 30 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while stocking lower shelves and cabinets. The employee can reduce crouching by alternating with bending/stooping or kneeling.

Operating Controls with Feet

Frequently for up to 1 hour at a time for up to 4 hours total in a work shift while driving a County vehicle, with an automatic transmission, between RJC and KCCF and operating foot pedals on the live scan fingerprinting machine. The employee has the option to use foot pedals or buttons when using the live scan fingerprinting machine.

Reaching above shoulder height

Rare for up to 30 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while stocking upper shelves and cabinets.

Reaching at waist to shoulder height

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while fingerprinting inmates, typing, using the computer mouse, driving a County vehicle with an automatic transmission and performing paperwork duties.

Reaching at knee to waist height

Rare for up to 30 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while stocking lower shelves and cabinets.

Reaching at floor to knee height

Rare for up to 30 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while stocking lower shelves and cabinets.

Lifting 1-10 pounds

Frequently for up to 45 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs with weights of 5-10 pounds while holding the arm of an inmate when obtaining fingerprints as well as when stocking supplies.

Carrying 1-10- pounds

Occasionally for distances of up to 300 feet for up to 5 minutes at a time and up to 30 minutes total in a work shift. Most commonly occurs with weights of 5-10

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pounds while carrying a fingerprint kit to perform a remote site printing. A cart can be used to reduce carrying.

Pushing and Pulling

Frequently for up to 45 minutes at a time with a force of 5 pounds for up to 5 hours total in a work shift while manipulating the hand, arms and fingers of inmates in order to obtain finger prints. Occasionally the employee pushes a cart for up to 100 feet for up to 2 minutes at a time for up to 10 minutes total in a shift.

Handling

Frequently for up to 45 minutes at a time for up to 5 hours total in a work shift while manipulating the hand, arms and fingers of inmates in order to obtain finger prints.

Operating Controls with Hands

Frequently for up to 1 hour at a time for up to 4 hours total in a work shift while driving a County vehicle, with an automatic transmission, between RJC and KCCF and operating buttons on the live scan fingerprinting machine. The employee has the option to use foot pedals or buttons when using the live scan fingerprinting machine.

Fingering

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while writing, typing, operating buttons on the live scan fingerprinting machine and manipulating fingers of inmates to obtain prints.

Feeling

Frequently for up to 45 minutes at a time for up to 4 hours total in a work shift while pressing on the fingers and palms with the appropriate pressure to obtain prints. The employee must be able to feel the amount of pressure used through rubber gloves.

Talking

Continuously for up to 10 minutes at a time for up to 7 hours total in a work shift while conversing with co-workers, Corrections Officers, inmates, the public, various police agencies and superiors.

Hearing

Continuously for up to 10 minutes at a time for up to 7 hours total in a work shift while conversing with co-workers, Corrections Officers, inmates, the public, various police agencies and superiors. The employee also listens for potential dangers and ensures security of the facility.

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Near acuity—clarity of vision at 20 inches or less

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while performing computer and paperwork duties as well as evaluating the quality of each print taken to ensure only clear, thorough and classifiable prints are submitted to the appropriate agency.

Far acuity—clarity of vision at 20 feet or more

Occasionally for up to 1 hour at a time for up to 4 hours total in a work shift while driving a County vehicle, with an automatic transmission, between RJC and KCCF.

Depth perception—three dimensional vision

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while driving a County vehicle, identifying potential dangers and ensuring safe distance from inmates.

Field of vision—observing an area that can be seen up and down or right or left while eyes are fixed on a given point

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while driving a County vehicle, identifying potential dangers and ensuring safe distance from inmates.

Night vision--seeing after sundown with minimal or no supplemental light sources

Occasionally for up to 1 hour at a time for up to 4 hours total in a work shift while driving a County vehicle, with an automatic transmission, between RJC and KCCF.

TEMPERAMENTS

Directing, controlling, or planning activities of others: Occasionally

Performing repetitive or short-cycle work: Continuously

Influencing people in their opinions, attitudes, and judgments: Continuously

Performing a variety of duties: Continuously

Expressing personal feelings: Occasionally

Working alone or apart in physical isolation from others: Occasionally

Working effectively under stress: Continuously

Attaining precise set limits, tolerances, and standards: Continuously

Working under specific instructions: Continuously

Working with others: Continuously

Making judgments and decisions: Continuously

ENVIRONMENTAL FACTORS

Work is performed in a correctional facility setting with direct interaction with felon and misdemeanor inmates. Worker is exposed to potentially violent, intoxicated, and hostile inmates. Worker can be exposed to bodily fluids and biohazards on a

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daily basis. Work in an environment with fluctuating temperatures and varying degrees of ventilation; excessive noise; exposure to highly communicable diseases; inmates who are contaminated with urine, excrement, vomit, blood pathogens or have other evidence of personal or mental health problems. The noise level is quiet to very loud.

Workers are exposed to

Outside weather: Occasionally

Fumes: Rare

Odors: Continuously

Dusts: Rare

Poor ventilation: Continuously

Moving mechanical parts: Rare

Vibration: Occasionally

POTENTIAL MODIFICATIONS TO JOB

A cart can be used to reduce carrying.

The employee can alternate between, crouching, bending and kneeling to reduce durations and frequency of body motions.

The employee can press buttons with the fingers or can use foot pedals when using the live scan fingerprinting machine.

Signature & title of evaluator

Date

Signature & title of contact

Date

Signature & title of employee

Date

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HEALTH CARE PROVIDER SECTION

Check all that apply

☐ The employee is released to perform the described duties without restrictions on performance or work hours.

☐ The employee is released to perform the described duties on a reduced schedule. The recommended schedule is:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is released to perform the described job with the following modifications:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is not released to perform the described duties due to the following job functions:

☐ Temporary until _____ ☐ Permanent effective _____

☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date